



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

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## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

CITY OF PATASKALA MAYOR'S COURT  
(local government entity)

07-011000  
(unit)

[Signature]  
(signature of responsible official)

TONIA MC FERIN  
(name)

CLERK OF COURT  
(title)

August 15, 2016  
(date)

### Section B: Records Commission

CITY OF PATASKALA

740-927-3361

Records Commission

(telephone number)

621 WEST BROAD STREET  
(address)

PATASKALA  
(city)

43062  
(zip code)

LICKING  
(county)

To have this form returned to the Records Commission electronically, include an email address: khoskin@ci.pataskala.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

8/15/2016

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

[Signature]  
Signature

State Historian  
Title

8/25/2016  
Date

### Section D: Auditor of State

[Signature]  
Signature

8-12-16  
Date

Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form



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**Section E: Records Retention Schedule**  
**CITY OF PATASKALA, MAYOR'S COURT**

07-011000

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
08-0001	<b>General Correspondence:</b> Subject matter may include information concerning the general administration of the court that may be from either an internal or external source.	1 year and no longer of an Administrative, Legal or Fiscal value. Appraise for Historical value, then destroy.	Multi		<input type="checkbox"/>
08-0002	<b>Transient Correspondence</b>	Retain until no longer of Administrative value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>
08-0003	<b>Unsolicited Correspondence:</b> Unsolicited Mail, Email, Faxes and similar unsolicited correspondence.	Retain until no longer of Administrative value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>
08-0004	<b>Copies -- Reading, Informational and Reference</b>	Retain until no longer of Administrative value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>
08-0005	<b>Drafts, Informal Notes, Reminder Notes, Xerox Copies</b>	Retain until no longer of Administrative or Legal value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>
08-0006	<b>Blank Forms</b>	Retain until no longer of Administrative value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>
08-0007	<b>Bulletins, Posters, General Notices and Displays</b>	Retain until no longer of Administrative value, then destroy. RC-3 not required.	Multi		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
08-00008	Computer General Administrative and Fiscal Reports (Non Specific)	Retain until no longer of Administrative value then destroy. RC-3 not required)	Multi		<input type="checkbox"/>
08-00009	Voice Mail, Text Messages,	Erase or delete when no longer of an Administrative value,	Multi		<input type="checkbox"/>
08-00010	General Administrative Files	Retain until no longer of an Administrative, Fiscal, Legal or Historical value. Then destroy.	Multi		<input type="checkbox"/>
08-00011	Electronic Mail System (Email)	Retain 2 years then delete	Multi		<input type="checkbox"/>
08-00012	Court System Backup Data	Continually backed up nightly internally on two hard drives. Permanent.	Multi		<input type="checkbox"/>
08-00013	Facsimile Logs / Cover Sheets/ Confirmation Notices and Buffer Printouts.	Maintain until no longer of an Administrative or Fiscal value.	Multi		<input type="checkbox"/>
08-00014	Awards, Newspaper Articles and Clippings	25 Year(s) and no longer of Historical value.	Multi		<input checked="" type="checkbox"/>
08-00015	Press and News Releases	3 Year(s) then appraise for Administrative or Historical Value.	Multi		<input checked="" type="checkbox"/>
08-00016	General Photographs, Negatives, Electronic Images, CD's, CDR's, DV's and DVR's Filed With Cases.	Destroy as determined by degree and type of case.	Multi		<input type="checkbox"/>
08-00017	Business Cards-Rotary, Rolodex and applicable software files	Retain until no longer of Administrative value, then destroy. RC-3 Not Required.	Multi		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
08-00018	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and electronic media	Continually updated, revised, completed, superseded or erased.	Multi		<input type="checkbox"/>
08-00019	Hourly/Daily/Weekly/Monthly Annual Appointment Books, Records, Calendars	Maintain until no longer an Administrative or Historical value.	Multi		<input type="checkbox"/>
08-00020	List/Rosters/Informational Directories containing employee contact information	Continually maintained, purged and updated.	Multi		<input type="checkbox"/>
08-00021	Material Safety Data Sheets	Maintain until revised, obsolete, or superseded, then destroy. RC-3 Not Required	Paper		<input type="checkbox"/>
08-00022	Written Complaints	Maintain until no longer of an Administrative or Legal value.	Multi		<input type="checkbox"/>
08-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until of no longer Administrative value. RC-3 Not Required	Multi		<input type="checkbox"/>
08-00024	Professional Organization and Association Files.	1 Year(s) and no longer of an Administrative value.	Multi		<input type="checkbox"/>
08-00025	Equipment Operating Maintenance Manuals	Maintain until equipment sold, scrapped, or no longer property of the City.	Multi		<input type="checkbox"/>
08-00026	Equipment Maintenance and Repair Records	1 Year(s) after equipment sold, scrapped, or no longer property of the City.	Multi		<input type="checkbox"/>
08-00027	Laws, Regulations and Rules (Local, County, State and Federal)	Maintain until revised or rescinded.	Multi		<input type="checkbox"/>
08-00028	Policies, Procedures, Rules and Regulations, Court Rules	3 Year(s) after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
08-00029	Public Record Request	1 Year(s)	Paper		<input type="checkbox"/>



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Audited means: the years  
encompassed by the records  
have been audited by the  
Auditor of State and the  
audit report has been  
released pursuant to  
Sec. 117.23 O.R.C.

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
08-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	25 Year(s) after revised, superseded or discontinued.	Paper		<input type="checkbox"/>
08-00031	Purchase Orders	3 Years provided audited	Paper		<input type="checkbox"/>
08-00032	Court Docket	Permanent	Multi		<input checked="" type="checkbox"/>
08-00033	Sealed records.	Seal and destroy as determined by degree and type of misdemeanor.	Paper		<input type="checkbox"/>
08-00034	Copies of Cases Transferred to Municipal Court	Destroy copy as determined by degree and type of misdemeanor.	Paper		<input type="checkbox"/>
08-00035	Equipment Inventories	3 Years	Paper		<input type="checkbox"/>
08-00036	Criminal Cases	1 Year after audited and scanned. If retaining paper copies 5 years after case closed and audit performed. Appraise for Historical value. Then destroy.	Paper		<input type="checkbox"/>
08-00037	OVI Cases	1 Year after audited and scanned. If retaining paper copies 25 years after case closed and audit performed. Appraise for Historical value. Then destroy.	Paper		<input type="checkbox"/>
08-00038	Traffic Cases	1 Year after audited and scanned. If retaining paper copies 5 years after case	Paper		<input type="checkbox"/>



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		closed and audit performed. Appraise for Historical value. Then destroy.			
08-00039	Parking Tickets Paid	Until closed and audited, then destroy	Paper		<input type="checkbox"/>
08-00040	Receipt Books	3 years provided audited, then destroy.	Paper		<input type="checkbox"/>
08-00041	Court Accounting Monthly Packets Bank Rec., Bank Statement online printout, Deposited Checks, Credit Card Receipts, Bank Deposit Slips, Monthly Disbursement Reports.	3 Years provided audited, then destroy.	Paper		<input type="checkbox"/>
08-00042	Outdated Fine, Fee and Bond Schedules	3 years provided audited, then destroy.	Multi		<input type="checkbox"/>
08-00043	Zoning Cases	1 Year after audited and scanned. If retaining paper copies 5 years after case closed and audit performed. Appraise for Historical value. Then destroy.	Paper		<input type="checkbox"/>
08-00044	Bail Bond Company Billings	1 Year after paid and case closed, provided audited. Then destroy.	Multi		<input type="checkbox"/>
08-00045	BMV Reports	2 years from date of transmission	Paper		<input type="checkbox"/>
08-00046	Parking Tickets Unpaid	2 years and refer to Magistrate to Nolle. Then destroy.	Paper		<input type="checkbox"/>
08-00047	LEADS Manuals	Continually maintained, purged and updated.	Paper		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.